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MEMORANDUM FOR: Secretaries of the Military Departments  
Director of Defense Research & Engineering  
Assistant Secretary of Defense (Comptroller)  
Director, Defense Intelligence Agency  
Director, National Security Agency

SUBJECT: Guidance and Instructions for the Consolidated Intelligence Resources Information System for Calendar Year 1972 (CIRIS-72)

1. This memorandum promulgates the Defense CIRIS data call for calendar year 1972. The attached publication, entitled Annexes to Instructions and Guidance for Data Submissions, contains the detailed information required to prepare CIRIS data inputs. These instructions and guidance incorporate a number of constructive suggestions provided by Defense agencies and services as a result of the CIRIS effort in calendar year 1971.
2. CIRIS incorporates information on the activities and resources of U.S. foreign intelligence organizations and programs associated with intelligence at the national level. CIRIS data have been reported annually since 1968. In Defense, CIRIS-72 will include the Consolidated Defense Intelligence Program (CDIP) and its component programs.
3. Three standard forms are provided for use in preparing manual submissions. These are to be used by all Defense programs except the CCP. The CCP makes its CIRIS submissions in the form of compatible tape inputs. Tapes are forwarded directly to the DCI's CIRIS organization, as they are prepared in the course of NSA's normal management procedures. Tapes are prepared on the basis of instructions and guidance in the attached annexes, except for references to manual forms.

4. There are three standard manual input forms:

-- Form 2812b (Reporting Entity Identification Form). This serves to collect organizational, factual information on each CIRIS Reporting Entity.

-- Form 2812 (Reporting Entity Summary). This provides dollar and manpower data for each Reporting Entity covering the seven FYDP years and showing the same type of detail as presented in the FYDP.

-- Form 2812a (Reporting Entity Detail Display). This serves to allocate resources of each Reporting Entity according to its intelligence functions, targets and other descriptive headings.

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Approved For Release 2004/06/15 : CIA-RDP86M00612R000200020070-4

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5. The basic Defense CIRIS will consist of submissions for each Reporting Entity made in accordance with the time schedule in this paragraph. The times stated supersede the illustrative schedule shown in Annex A, pages A-3 and A-4.

Spring 1972:

(a) Submit Form 2812 (resources summary) for fiscal years 71-77. Resources information for all Reporting Entities within a single Program Element is to be made equal to the figures shown in the appropriation and manpower line entries and totals of the January 72 FYDP. Submissions on Form 2812 are to reach Program Managers by 15 March 1972. (See Annex C.)

(b) Submit changes and additions with respect to Form 2812b (descriptive data) to reach Program Managers by 27 March 1972. (See Annex B.)

(c) Submit Forms 2812a (detail displays) to reach Program Managers by 22 May 1972. Provide data for fiscal years 1972, 1973 and 1974. For each Reporting Entity, resources spread on Form 2812a are to match control figures for cost and manpower categories and totals shown on Form 2812. (See Annex E, page E-3.)

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Fall 1972:

(d) Form 2812 (resources summary) for each Reporting Entity will be called for following completion of program reviews. Information is to be provided for fiscal years 72-78. The control documents for resource totals and the time schedule for these submissions will be announced in a supplementary instruction to be issued at mid-year. Changes and additions to Form 2812b (descriptive data) should accompany Form 2812, as necessary, to reflect changes in entity descriptions and/or addition of new entities.

(e) In the latter part of 1972, when Reporting Entities to be included in calendar year 1973 programs have been identified, changes and additions, as necessary, with respect to Form 2812b (descriptive data) will be submitted to Program Managers.

6. Upon receipt of the foregoing CIRIS submissions, Program Managers will forward one set to ASD(I), Room 3C200 Pentagon. Concurrently, Program Managers will forward one set direct to the DCI's CIRIS Staff, Room 6E25, CIA Headquarters Building.

7. Program Managers will designate points of contact for the coordination and handling of CIRIS materials and data submissions. Officials so designated will act as the channels of communication for prompt resolution of problems relating to validating and processing Defense CIRIS data. Computer programming and machine support for CIRIS are provided by the DCI as a service of common concern for the intelligence community.

Attachment

/s/

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